

Small Employer Certificate of Recognition (SECOR®) How to Become SECOR Certified

1. **Register into the SECOR program** - designed for 9 or less Saskatchewan employees (which includes owners, full time, part time, casual, and sub-contractors (both in the field and in the office)).

Note: If a company exceeds the employee limit of 9, the company is required to register for the SCSA Certificate of Recognition (COR®) program designed for 10 or more Saskatchewan employees.

2. **Complete the required SCSA SECOR program training:**

SCSA Small Employer Safety Management

A one day classroom course which addresses basic health and safety principles. This course must be attended by the owner or most senior company representative. The course will provide an owner/manager of a small business with the knowledge to develop and maintain a simple, cost effective safety management system.

SCSA Safety Construction Orientation Training (SCOT™)

All permanent full-time employees must complete this interactive, online training course composed of 13 modules, each focused on a different fundamental aspect of worksite safety. The program provides the basics in construction safety and requires 100% mastery.

A SCOT Equivalent course may be considered for the SECOR Program:

- The SCSA may accept the Alberta Construction Safety Association (ACSA) Construction Safety Training System (CSTS 09) course certificate if the training has been completed within the past 5 years.
- The SCSA may accept a valid Enform Petroleum Safety Training (PST) course certificate.

Note: Site specific training requirements may stipulate SCOT is required.

Standard First Aid/Cardio-Pulmonary Resuscitation (SFA/CPR)

Adequate First Aid coverage for their workforce as per SK OH&S Legislation. Valid copies of certificates must be provided to the SCSA. SFA/CPR training requires re-certification and copies of new certificates also need to be provided to the SCSA. The SCSA accepts certificates issued by the Red Cross, St. John Ambulance or Lifesaving Society.

3. **Create a Health & Safety Manual** - The company manual requires the same 13 sections and 3 Supplemental sections as per the SCSA SECOR Audit Tool. Samples of the safety elements required are provided to help an owner get started. Participants can customize existing forms and layouts from the course material to complete their company health & safety manual to suit their individual work places. At no additional

“Making Safety Everyone’s Business”

cost, the SCSA Safety Advisors are available to assist you in the development and/or review of your company health & safety management system.

4. **Implement a Health & Safety Management System** - For an implementation process to be successful, many tasks need to be accomplished in sequence. Accurate planning in the beginning stages is of vital importance. The SCSA SECOR program requires a company to have a health and safety management system functioning for a minimum of 6 months before proceeding to the audit step.
5. **Submit Health & Safety Manual and required documentation as per SECOR Audit Tool** – After implementing the company health and safety management system and compiling a minimum of 6 months documentation which is both recent and thorough, the company representative (owner or most senior company representative whom attended the SCSA Small Employer Safety Management Training) shall complete and submit the SECOR Audit Tool to the SCSA. Along with the audit, submit a copy of your company health and safety manual and all required documentation as noted in the “**Baseline and Recertification Audit Submission Checklist**”. The submission and return of the manual will be at the company’s expense.
6. **Standards Not Achieved** – In the event that standards are not met, correspondence (written and/or verbal) will be communicated to the Auditee.
7. **Standards Achieved** – Should the baseline audit meet the required standards a Small Employer Certificate of Recognition will be issued and is valid for 3 years, pending your continuance and good standing of the SECOR Program.
8. **Maintenance of SECOR** – Companies will be notified approx. 90 days in advance of their anniversary date. To maintain certification the organization/company must maintain the required training, complete and submit the Small Employer Certificate of Recognition Audit Tool along with two Safe Work Practices and two Safe Job Procedures to the SCSA **annually** prior to the audit due date.
9. **Recertification** – Every three years, the SCSA will reissue a company’s SECOR upon maintenance of the required training, submission of the company health and safety manual, successful completion of an audit and submission of all necessary documentation as noted in the “**Baseline and Recertification Audit Submission Checklist**”. The submission and return of the manual will be at the company’s expense.

Please note: A Small Employer in the role of General Contractor (or Management Company) with an expectation to engage or employ more than 9 workers (including sub-contractors) no longer qualifies for the Small Employer Certificate of Recognition (SECOR). In the event that the employer no longer qualifies for the SECOR they must advise the SCSA and start the process for the standard Certificate of Recognition (COR).